

**OFFICE OF SCIENCE
STANDARD OPERATING PROCEDURES
FOR
UPDATING THE DOE TELEPHONE DIRECTORY**

The following practices and procedures, as set forth by the Office of Science (SC), are effective October 1, 2002.

Federal Employees/New and Updates

New Federal employees are automatically added to the Corporate Human Resource Information System (CHRIS). Once added to the system, the employee should add his/her room and phone numbers through Employee Self Service system (ESS) at: <https://mis.doe.gov/ess/>. This may be done from the ESS Menu by accessing Locator Information under Update Information.

When a change is required for a Federal employee, the employee should also update his/her Locator Information through ESS.

Non-Federal Employees/New and Updates

When an SC organization brings a new non-Federal employee on board, the organization should request that Melanie Thornton, IM-44, add the individual to the DOE Call-up Directory. This should be done via e-mail and include the following information:

- ?? Employee Name
- ?? Company Name
- ?? Social Security Number
- ?? Phone Number
- ?? Room Number

Non-Federal employee updates would also have to be submitted to Melanie Thornton by the appropriate SC organization.

Organizational Updates

Michelle Crowl, Secretary, Management Analysis and Human Resources Division, will continue to serve as the point of contact for updates to the SC organizational listing.

- ?? Melanie Thornton will send request for updates to Michelle.
- ?? Michelle will send organizational list to each SC Associate Director/Office Director organization for review and update.
- ?? Individual Associate Director/Office Director organization will update their listing and return it to Michelle.

?? Michelle will compile the information received from each SC organization and then send updates to Melanie Thornton. (If requested by Melanie, Michelle will obtain SC-1 approval before sending the updated organizational listing to Melanie.)

Contacts

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